**FINAL Decision Making Process Guidance
for the EDUCATION SECTOR**

A. Purpose of the Education Coordinator Decision Making Process
The decision making process provides the mechanism for the education sector to:
disseminate information, clarify issues and make timely decisions on matters affecting the
NERRS education community.

B. Personal Etiquette

Keeping the following rules of behavior in mind will help us achieve harmonious and
productive meetings:
□   Limit side comments – put comments to be addressed later on "parking lots" or cards
□   Be open, consider needs of group over personal needs, think system-wide
□   Self-regulate; don't repeat comments, make your point in a concise manner
□   Give opportunities for people to make comments even if not verbally
□   Come prepared: "That means you!"
□   Respect others
□   Raise your hand to say something

C. Guidelines for Working Together at a Meeting
□   Designate both a presenter and facilitator and a note taker
□   6 roles of the facilitator
   • Clearly state expected outcomes and objectives on a flip chart
   • Identify who will speak/when
   • Stop and ask if others want to speak
   • Keep us on track
   • Ensure we hold comments until end
   • Keep time
   • List action items on flip chart
□   Prioritize budget decisions so they get adequate time
□   Rely on committees and workgroups. Large group should clearly define the role of the
    committee / subgroup, give them advice, let them come back with a proposal, react to
    their proposal, let them work on it again and bring back for final decision
□   Come to closure & move forward

D. Proposed Step-by-Step Process for Decision Making

The decision making process consists of a review phase and an execution phase, which can
occur before, during or after face-to-face meetings of the education sector**.**

**The following general rules apply to all voting: (A vote may occur during a meeting
or outside of a meeting via e mail)**

□   Each reserve has one vote plus one vote from ERD
□   Votes are generally coordinated through the EC. If a reserve lacks an EC, the reserve
    manager will receive all notices and materials pertaining to EC votes and will designate a

substitute (proxy). If a manager does not respond or designate a substitute, a workgroup member will contact the manager.

□ To pass, a decision must be approved by 2/3 of the current number of reserves.

□ If 2/3 approval is not achieved, then the proposal goes back to the workgroup for reworking with recorded objections for guidance. A follow-up workgroup schedule (conference call, agenda item at future meeting, email vote) should be determined on the spot. All conference calls and meetings should be open to any interested member.

D 1. Before the meeting

□ Distribute materials for discussion to the entire sector at least 2 weeks in advance, via email.

□ Notify the ERD education staff when designating a voting proxy or submit comments in writing to the appropriate workgroup if you will miss the meeting.

□ Solicit input from reserve staff to identify opinions or objections for each proposal.

D 2. At the meeting

□ Briefly review the decision-making process

□ Identify presenter(s), facilitator, and note takers for each session

□ Honor work/efforts of workgroups whose role is to bring recommendations forward to the larger group for a decision

□ Work the issues until everyone understands the expected outcome. Record the understanding on flipchart / in notes

□ Take informal pulse check periodically, using color cards. All meeting participants may participate in the informal pulse check.

- Use color cards to judge level of agreements
- Green is "Yes, Complete Agreement"
- Yellow is "Yes, I have reservations, but will not block it"
- Red is "No, Complete Disagreement"
- Any EC or their proxy may request a pulse check to determine if the group is ready for a formal vote using the cards

□ Work on/massage proposal until it has general support. This does not mean that everyone has to agree to execute the ultimate proposal; a reserve may choose not to participate in a program.

□ When a proposal advances to the stage when all serious objections have been addressed, friendly amendments and other minor changes have been made, then any voting EC or their proxy may "call the question" to propose a formal vote on a proposal.

□ A proposal may be voted on in it entirety, or in segments to isolate points of disagreement. For formal votes, green and yellow cards count as "yes" votes, red is a "no" vote. Proposals or sections are approved with a 2/3 positive vote.

□ Meeting notes should accurately record the reasons participants dissented from the decision. Final notes should include any additional written communication provided by dissenters on why they oppose the final decision. Produce clear, written summary of each session which includes the objectives, decisions, and action items.

□ **No reserve should ever have to do something they cannot live with.**

D 3. Making decisions outside of EC Sector meetings

☐ If a decision needs to be made before the next meeting, the workgroup chair will submit a clearly defined question and sufficient background information to all education coordinators and ERD for review and comment by email. Format of the email subject line for such submissions to read: **"EC – (Reading 1) – Name of proposed draft proposal"**.

❑ Each proposed product will be emailed to all education coordinators 1 time (1 reading) for comment, with their comments due back to the workgroup chair one week from the date it was sent. There will be a minimum of one week between the emailing of each reading. All comments are forwarded to the workgroup chair.

❑ After the 1st reading, the workgroup will compile all comments and make revisions to the draft.

❑ The workgroup will send the revised draft (recommended final product) to the EC community for voting, with their vote due back to the workgroup chair one week from the date it was sent.   The email subject line for submissions of recommended final products/proposals will be as follows: **"EC – (Vote by ____ date) – Final (Name of proposed product)."**

❑ All Education coordinators and one ERD staff person may vote once, each.

❑ A proposed product/proposal passes when 2/3 positive vote.

❑ If a proposal does not pass, the workgroup chair is responsible for gathering information on objections to share with the work group in order to develop a new draft proposal.

❑ Once a new draft has been generated, the workgroup chair will send out the revised product/proposal to the EC community for review, thus re-initiating the comment process.